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Weekly Report for Week Ending 2 December 1959
from
Records Disposition Branch

1. Contributions

Intangible

25X1 Transfer of Records Disposition Forms from Branch to BSO
Stock

It has been determined that at this time it is to the advantage
of the Staff to continue control of these forms. Project closed.

2. Assignments

25X1 a. Shelf Filing

(1) OP/Records and Services Division/Test Installation

25X1 (2) OO/Contact Division,

25X1

(3)

(4) Office of Communications/TTT Staff

No change since previous report.

b. Filing Systems

(1) Management Staff, O&M Files

25X1

Supplied O&M (DD/I) with set of folders and guides for
Admin Files. Conferred with on
preparation of their files. Continued to assist O&M
(DD/S) in improving filing system.

25X1

Mr. O'Gara has again enlarged the scope of this project.
He has asked that while making conversion of these O&M
files the system of "logging correspondence" be examined
and a uniform method be established in the three offices.
This may develop into another project at a later date.

c. Records Control Schedules

(1) Executive Registry

25X1

25X1 (2) FI Staff

25X1 (3) OCI

Survey was resumed. Met with
to discuss the revised Support Staff portion of the schedule.

25X1

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Several questions were resolved which require changing some items on the schedule. When the changes have been made the survey will be moved to another staff.

25X1 (4)

25X1 (5) Records Center

Schedule which was prepared by the Center is being reviewed.

d. Special Projects

25X1 (1) SSA/DD/S

(2) Refresher Training Workshops in Filing

25X1

DD/P Workshop has 55 registered. Supplies have arrived from printer, kits are being assembled, and room 501 is being readied.

(3) Revision of Notices on Filing Equipment and Supplies

25X1

25X1 Made follow-up on draft's coordination in Logistics. It is still with Will be returned soon.

(4) Records Center Article for Support Bulletin

25X1

(5) Follow-up on Unused Safes

25X1

No change.

25X1 (6) Records Management Survey, Real Estate and Construction/Logistics

(7) Transfer of German Documents from State Department and National Archives to CIA

25X1

(8) Records of President's Advisory Committee on Political Refugees

25X1 (9)

Inventorying of records and preparation of schedule continues.

(10) Survey of Headquarters for

25X1

(11) Subject-Numeric File System Folders and Guides

25X1

(12) Equipment Survey, Cable Secretariat

25X1

25X1 Met with and discussed possible exchange of 22 4-drawer safes for an equal amount of 5-drawer cabinets in a semi-secure area. Received approval of exchange from and have requested survey by the Office of Security for their approval.

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25X1 e. Vital Materials

(1) Study on EAM Equipment

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25X1 Final draft of study is being reviewed by

25X1

(2) Three members of ORR, three from OCR, and five from DDP visited the repository.

(3) Discussions were held with ARO/Security Office regarding the filming of Vital Materials. According to schedule, microfilming should commence this month. Serious consideration is being given to the discontinuance of filming the main indices card file and other previously scheduled filmings, therefore, we have been asked to postpone microfilming for three months.

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25X1 f. Microfilming

Microfilming of OCR/IR Travel folders and Travel Briefs has been completed.

Master Photo File OCR/GR - microfilming continues.

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